

Contract Travel Vendor Exceptions Form

Procurement and Contract Services



TEXAS WOMAN'S
UNIVERSITY™

Name

Destination City

Department

Voucher Amount

Telephone #

Dates of Travel

CONTRACT TRAVEL AGENT

- Traveler was already in Travel Status rendering use of contract travel agency impractical.
- Airline reservation not required.
- Travel part of group program made through specific source to obtain particular rate.

LODGING ACCOMMODATIONS

- A contract hotel was not available in a location that would reasonably allow University business to be fulfilled.
- A contract hotel was sold out.
- Alternative hotel arrangements were made at a lower total cost.
- Travel was part of a group program for which reservations must be made through a specified source to obtain a specified rate.
- Travel was undertaken by an individual with a disability.
- Use of contract hotel presented a security or safety risk.
- Convention hotel.

CAR RENTALS

- A contract rental car company was not available in the location of travel.
- The contract car rental company was sold out.
- Alternative car rental arrangements were made at a lower total cost than contract rate, including the base rate, loss/damage waiver protection, mileage charge, applicable taxes, and service charges.

AIRFARE

- Airfare was charged to personal credit card that offered higher insurance to the traveler.
- A contract airline could not provide service in the time period required to accomplish the purpose of the travel.
- A non-contract airline offered a lower fare to the general public that resulted in a lower trip cost, including travel time.
- Travel was part of a group program for which reservations must be made through a specified source to obtain a specified rate.
- A contract airline does not serve the location to be visited.
- A contract airline was sold out.
- Travel was undertaken by an individual with a disability.
- Travel was undertaken due to a medical emergency.
- Alternate airline used when all trip expenses (mileage, parking, travel time, etc.) resulted in a lower total cost.

The undersigned certifies that, as authorized under the State Travel Management Program policies and procedures, the exception(s) noted on this form is (are) being claimed for the use of non-contract vendors. Attach this form to the Travel Voucher for reimbursement.

CARDHOLDER AUTHORIZATION

Traveler Name

Traveler Signature

Date

Account Approver Name

Account Approver Signature

Date